

Quarterly Capital Projects Status Reports
LRC Capital Projects and Bond Oversight Committee (CPBOC)
(Description of Reporting Requirements and Status Categories for Construction Projects)

Project Status is identified as one of the following:

- Awaiting Initiation by Agency - this project has not yet been started either because the agency for which the project was authorized has not yet contacted the Finance and Administration Cabinet or the HB 622 institution has not yet initiated the project through its internal procedures.
- Pending Authorization - is to be used in the first year of the biennium, when the project authorization is in the second year.
- Planning - in house activity prior to A/E selection. For projects financed from restricted, federal, or "other" funds, this category is not to be used until those funds have been awarded or received.
- A/E Selection - from the time the A/E solicitation is issued until A/E contract award is finalized.
- Design/Phase A - schematic design.
- Design/Phase B - design development.
- Design/Phase C - construction document development.
- Bidding - from the time of solicitation for construction bids is issued until bid closing date.
- Revising/Rebidding - to be used when bids have come in over budget and the project is being redesigned or value engineered or is in the process of being re-bid.
- Awarding Contract - from bid closing date until construction contract is finalized.
- Construction/Multiple Bid Packs - this category is only for projects that have multiple bid packages. It is to be used only after at least one of the bids has been awarded and construction is underway. After all bid packs have been awarded, the Status should change to "In Construction."
- In Construction - from award of construction contract until substantial completion.
- Complete/In Warranty - certification of substantial completion has been received from the A/E and the contractor warranty period has not yet expired.
- Complete/Closed Out - project is complete, the warranty period has expired, and the project account has been closed.
- Complete/Not Closed Out - the scheduled closeout date for the project account has been exceeded (13 months after substantial completion) but the project account has not yet been closed.
- Cancelled - a decision has been made that the project will not or cannot be undertaken and if a project account was established, that account has been closed.
- Combined Authorities - used only when the combined authorities have been reported to the Capital Projects and Bond Oversight Committee.
- Multiple Subprojects - to be used if a single project authorization is being implemented as two or more subprojects, each of which should be tracked separately for more accurate status reporting.
- Other - use of this category must be explained in the Status Comments field - it should be used *very infrequently*.

Construction Percent Complete is provided *only* if the project status is "In Construction." The percent is to be calculated as the construction contract expenditures to date divided by the total construction contract.

Contract Completion Date is provided *only* if the Project Status is "In Construction." The date is to reflect the substantial completion date in the executed construction contract.

The **Status Comments** narrative field provides any further information needed to explain the project status.

The **Substantial Completion Date (Actual)** is the date on the certification of substantial completion received from the A/E consultant.